

**"Mentoring is no longer just an option – it's an essential part of staff development and professional learning communities." – Tom Ganser, Institute Presenter**



## Montana Mentoring Institute 2004

### "Off to a Great Start"

*An Institute sponsored by the Office of Public Instruction, Comprehensive System of Personnel Development (CSPD) State Council, Title II—State-Level Activities, Title I—Part A Program, Title 5 – State Level Activities, School Administrators of Montana, and MEA-MFT*



**August 9 - 10, 2004**

**Red Lion Colonial Hotel - Helena**

13.5 Renewal Units are available

1 graduate credit will be available for an additional cost

**Registration Deadline: July 15, 2004**

**Enrollment is limited, so send in your form today!**

#### **Purpose of the Institute:**

- To promote mentoring programs as a tool for enhancing teacher retention and quality; and
- To develop teachers as high-quality teacher mentors.

#### **Mentor Strand Highlights**

*Intended Audience: veteran teachers who will be mentoring new teachers or who would like to increase their mentor skills.*

**Mentor Skills – Su Lively**, a current classroom teacher and mentor program coordinator in Hampton, VA, Su has trained hundreds of mentor teachers, gaining national recognition while vastly enhancing teacher retention rates in her local district. Su provides in-depth training on skills mentors need to support beginning teachers, including: establishing a mentoring relationship, phases of first-year teaching, providing appropriate support, and formulating a year-long mentoring plan.

**Effective Listening Skills for Mentors – Rebecca Johns**, a career educator and trainer in Montana, will teach skills in listening that are fundamental to any mentor-mentee relationship. Rebecca's training sessions involve experiential learning and shared activities that inspire and instruct. The skills gained in this workshop can also be applied in all professional relationships, whether it is with colleagues, parents, students, or supervisors.

#### **Supervisor/Program Development Strand Highlights**

*Intended Audience: personnel who will help design, lead, and/or supervise a districtwide or schoolwide mentor program.*

**Dr. Tom Ganser** is a nationally recognized expert and consultant in the field of teacher mentoring. An educational field director and professor at the University of Wisconsin – Whitewater, Tom is an expert in the design, implementation, and evaluation of teacher mentor programs. He is a frequent presenter at state, regional, national, and international conferences, and has published many articles on beginning teachers, mentors, mentoring, and mentoring programs. Tom has served as a consultant, presenter, and workshop facilitator throughout Wisconsin and for organizations in Bermuda, Finland, Jamaica, Sweden, Illinois, Louisiana, Maryland, and Missouri. Tom is a judge for the NEA Saturn/UAW Partnership Award recognizing "best practices" mentoring programs throughout the United States. He also is a member of the Advisory Board for National Science Foundation project, "Research-Based, Design Framework for Mathematics and Science Teacher Induction Programs."

# Montana Mentoring Institute 2004

## Agenda

### Monday, Aug. 9

7:30 - 8:30 a.m. - Registration

8:30 a.m.-5:00 p.m. – Institute



### Tuesday, Aug. 10

8:00 a.m. – 4:30 p.m

### Institute registration – before July 15, 2004:

\$55 Individual

\$40 Per team member. Team must include at least one administrator and two or more teachers

### Late registration fees – after July 15, 2004:

\$70 Individual

\$55 Per team member. Team must include at least one administrator and two or more teachers.

**One graduate credit will be available from MSU-Billings. Registration and payment for the graduate credit will be completed on-site at the institute.**

**Meals:** on your own – snacks and beverages will be provided during breaks.

**Lodging:** See attached lodging information sheet.

**Questions? Call Erik Burke [eburke@mea-mft.org](mailto:eburke@mea-mft.org) (800) 398-0826 or 442-4250 or Shirley Chovanak [schovanak@mea-mft.org](mailto:schovanak@mea-mft.org) (800) 398-0826 or 442-4250**

# Registration Form

Montana Mentoring Institute 2004  
"Off to a Great Start"  
Red Lion Colonial Hotel - Helena  
August 9 – August 10, 2004



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Comprehensive System of Personnel Development (CSPD) State  
Council, Title II—State-level Activities, Title I—Part A Program,  
School Administrators of Montana, and MEA-MFT*

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone (h): \_\_\_\_\_ Phone (w): \_\_\_\_\_  
School: \_\_\_\_\_  
e-mail: \_\_\_\_\_

(Confirmations of Mentor Institute registration will only be sent by e-mail.)

**I will be attending the (check one):**

\_\_\_\_\_ **Mentor Strand**  
\_\_\_\_\_ **Supervisor/Program Development Strand**

**Are you attending with a team? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If yes, please list the team members' names and positions.**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Name: \_\_\_\_\_ Position: \_\_\_\_\_

\_\_\_\_\_ **Check here if you require special provisions or services to attend the Institute.**

\_\_\_\_\_ **I will be taking the Mentor Institute for graduate credit.**

\_\_\_\_\_ **I am part of an OPI-sponsored mentor project. (Mentor Code: \_\_\_\_\_ )**

## REGISTRATION FEES

Conference Registration Fee:

Individual (\$55)

Team Member (\$40)

Late Registration—registration postmarked after July 15, 2004 (additional \$15)

Lodging (Please lodging form on reverse side for more information)

Red Lion Colonel Hotel \$58.85 one night (\$117.70 for both nights)

**TOTAL**

Make check or money order to: MEA-MFT

**Send Registration and payment to:**

MEA-MFT, Attn: Shirley Chovanak

1232 East 6<sup>th</sup> Avenue, Helena, MT 59601

Only one registrant per  
form.

Please type or print  
clearly.

Enrollment is limited - send in your form  
today! Registration Deadline: July 15, 2004

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Helena, Montana



## Lodging Registration

MEA-MFT is pleased to offer advance lodging registration for institute participants at the Colonial Hotel Red Lion. To register, simply fill out this form and remit \$58.85 per room per night (\$117.70 for both nights) payable to the MEA-MFT.

If you prefer, you may contact the Colonial Hotel Red Lion directly by calling reservations at 1-800-422-1002. The block of rooms will be held until July 15<sup>th</sup>. After that date, rooms are available on a space available basis.

**Participants are free to make their own lodging arrangements if desired.**

## Registration Deadline: July 15, 2004

Enrollment is limited, so send in your form today!

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail \_\_\_\_\_

☐ I will make my own lodging arrangements.

### ***Please reserve the following room at the Red Lion Colonial Inn:***

☐ Single/Double Room \$58.85 per night (\$117.70 for both nights)

### ***Please reserve for the following nights:***

☐ August 8, 2004

☐ August 9, 2004

### ***Special Needs:***

☐ I have special lodging or facility needs due to disability.

*Be sure to include hotel room payment (make check payable to MEA-MFT)  
with your conference registration fee.*